



# RUSD

**RIVERSIDE UNIFIED  
SCHOOL DISTRICT**

**CLASS TITLE: EXECUTIVE ASSISTANT TO THE BOARD OF EDUCATION**

**WORK YEAR: 12 Months**

**VACATION: 27days**

**REPORTS TO: Superintendent and Board of Education**

**BASIC FUNCTION:**

Under the direction of the Superintendent, perform a wide variety of complex and confidential administrative and secretarial support functions for the Board of Trustees; maintain confidentiality of sensitive and privileged information.

**REPRESENTATIVE DUTIES:**

- Perform a wide variety of complex and confidential administrative and secretarial support functions for the Board of Education; relieve the Governing Board of administrative and clerical duties; perform research and data abstraction as assigned; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.
- Serve as a liaison between the Board and District personnel, the community, media, various educational agencies and vendors; respond to various calls and inquiries regarding the District and provide information; communicate policies and procedures and refer inquiries to appropriate personnel as needed.
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.
- Attend Board meetings to provide coordination, materials, and support; transcribe minutes of meetings as assigned.
- Coordinate and schedule various appointments and meetings; maintain assigned calendars, make travel arrangements and process registration as assigned; prepare and disseminate calendar of events; plan, coordinate and arrange special events and activities for the Board.
- Gather, interpret and provide information on policies concerning operational regulations and procedures to District personnel and the educational community on behalf of the Board.

- Maintain reports, files and documents related to assigned activities and provide current references and information for audits; input a wide variety of data into an assigned computer system, website, etc.; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.
- Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties, including those of a confidential nature; establish and maintain filing systems.
- Compile information and prepare weekly report to the Board of Education.
- Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; maintain the Board's expenditures and budget.
- Communicate with other departments, administrators, parents and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Oversee and prepare the development of Board agendas and informational memos to ensure accuracy and completeness of materials presented to the Governing Board.
- Serve as custodial agent and primary contact for Board policies and revise and transmit Board revisions as necessary.
- Work on maps and legal descriptions for Trustee areas.
- Telephone Board members to share pertinent information as necessary; initiate and follow up telephone calls for Board Members.
- Open and process Board's mail.
- Assume responsibility for advising Board Members of events which require, suggest, or invite Board's attendance or participation.
- Attend Board meetings and Agenda Planning meetings, take notes of business transacted and transcribe dictation pertaining to memoranda, reports, and a variety of other subject matter which may be sensitive, privileged, and highly confidential; maintain official Board minutes and resolutions.
- Serve as a liaison to the communities and/or organizations on behalf of the Board to convey and/or gather information required for the district.
- Provide assistance and support to other personnel as needed.
- Assist in addressing needs of visitors and callers to the Superintendent's Office.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Functions and secretarial operations of an administrative office. Organizational operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures. Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Accounts receivable and payable processing and reporting methods. Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading. Taking and transcribing meeting minutes.
- Public relations techniques.
- Operation of a computer, assigned software and web based programs.

### **ABILITY TO:**

- Work confidentially with discretion.
- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter. Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Assure efficient and timely completion of office and program projects and activities. Understand and resolve issues, complaints or problems.
- Type and enter data at 60 words per minute.
- Take and transcribe meeting minutes.
- Operate a variety of office equipment including a computer, assigned software and web-based programs.
- Perform overtime as needed including nights and weekends.
- Establish and maintain cooperative and effective working relationships with others. Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines. Prioritize and schedule work.
- Work independently with little direction. Work confidentially with discretion.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by courses in typing, word processing, shorthand, and office practice and four years of responsible clerical experience, preferably at least one year in a school district.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office environment. Constant interruptions.

**PHYSICAL ABILITIES:**

- Hearing and speaking to exchange information in person or on the telephone. Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials. Sitting for extended periods of time.
- Lifting, carrying, pushing and pulling light objects. Bending the waist, kneeling or crouching to file materials.